

FAUQUIER COUNTY GOVERNMENT CITIZEN COMPLAINT PROCEDURE

Charge of Discrimination, County Programs/Services

The Fauquier County Government has adopted a complaint procedure providing for prompt and equitable resolution of complaints by citizens alleging any discriminatory action prohibited by Federal, State and local law or policy (i.e. on the basis of age, sex, race religion, national origin, disability, marital status, color and political affiliation). Moreover, the County adheres to the Americans with Disabilities Act (ADA) which states, in part, that “no otherwise qualified disabled individual shall, solely by reason of such disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination” in programs or activities sponsored by a public entity.

Complaint Procedures

1. A complaint should be filed in writing, contain the name and address of the person filing it, and other relevant information that briefly describes the alleged rights violation. (Complaint Form attached.) The complaint should be sent to:

Fauquier County Government
Administration
40 Culpeper Street
Warrenton, VA 20186

For persons with disabilities, assistance in completing the form is available upon request by calling 540-347-8680.

2. A complaint should be filed within **15 working days** after the complainant should have reasonably gained knowledge of the alleged violation. The term “workday” as used herein shall mean any Monday through Friday that is not a County holiday.
3. An investigation shall follow the filing of a complaint. The investigation will be conducted by the County Administration Office. The investigation, though informal, shall be complete, affording all interested parties and their representatives, if any, an opportunity to submit evidence relevant to the complaint.
4. A written determination as to the validity of the complaint and a description of the recommended remedy, if any, shall be issued by the County Administration Office and a copy forwarded to the complainant no later than 20 working days after the original complaint is filed.
5. The right of a person to a prompt and equitable resolution of the complaint filed under this procedure shall not preclude the person’s pursuit of other remedies such as filing of a discrimination complaint with the responsible Federal department or agency. Use of this

complaint procedure is not a prerequisite of other remedies.

7. These rules shall be construed to protect the substantive rights of interested persons to meet appropriate due process standards, and to assure that Fauquier County Government complies with the ADA and implementing regulations.